



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF ANGELES CITY

14 Apr. 2025

DIVISION MEMORANDUM
NO. 136, s. 2025

**RECRUITMENT, SCREENING AND SELECTION FOR
HEAD TEACHER III, ADMINISTRATIVE ASSISTANT III & II AND
ADMINISTRATIVE AIDE VI POSITIONS**

TO : Assistant Schools Division Superintendent
Chief education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. The field is hereby informed that the recruitment, screening and selection for vacant Head Teacher III, Administrative Assistant III, Administrative Assistant II and Administrative Aide VI positions are now officially opened to all interested applicants, to wit:

Activities	Date	Time	Venue/Attendees
Deadline of Submission	Apr. 22, 2025	8:00am - 5:00pm	Records Units
Initial Evaluation of Applications	Apr. 28, 2025	8:00am - 5:00pm	Personnel Unit
Division Open Ranking	To be announced		

2. The CSC Qualification Standard and Job Description of the said position are stated below:

POSITION PROFILE	
Position Title: Head Teacher III (Science Dept.)	Salary Grade: 16 Monthly Salary: P43,560.00
Station of Deployment: Rafael L. Lazatin Mem. High School	
CSC QUALIFICATIONS:	
Education:	Bachelor's degree in Secondary Education; or Bachelor's w/ 18 professional education units with appropriate field of specialization
Experience:	HT for 2 years; or Teacher for 5 years
Training:	24 hours of relevant training
Eligibility:	PBET/Teacher/RA 1080 (LET)
JOB SUMMARY: Observes classes/teachers for effective and competent delivery of the curriculum. Assists the school heads in the planning of programs and activities. Coordinates with the subject area division supervisors in preparing teacher training and implements school policies and regulations.	



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POSITION PROFILE

Position Title: Administrative Assistant III	Salary Grade: 9 Monthly Salary: P23,226.00
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Station of Deployment: Personnel Unit (Payroll Services)

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college
Experience:	1 year relevant experience
Training:	4 hrs. relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: The position shall assist in payroll processing and administrative related services ensuring efficient office operations.

GENERAL DUTIES AND RESPONSIBILITIES:

➤ **Salary Administration:**

- Check the accuracy of salaries and benefits given to employees on a periodic basis and respond to queries pertaining to salary/benefit claims;
- Assist in providing technical assistance limited to payroll and salary administration;
- Submit documents and necessary deductions to RPSU for inclusion in the monthly payroll.

➤ **Loan Verification**

- Act on all e-mailed requests for net take-home pay verification received

➤ Perform other functions as may be assigned by the immediate supervisor

POSITION PROFILE

Position Title: Administrative Assistant II	Salary Grade: 8 Monthly Salary: P21,448.00
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Station of Deployment: Elementary School

CSC QUALIFICATIONS:

Education:	Completion of two-year studies in college
Experience:	1 year relevant experience
Training:	4 hrs. relevant training
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: To provide administrative assistance and finance-related functions to the School Head and coordinate with the HRMO in the provision of personnel administration/finance services to the management.

GENERAL DUTIES AND RESPONSIBILITIES:

- Prepare all documents needed for the completion of school's monthly MOOE Liquidation.
- Monitor the utilization of MOOE and SBFP funds year-round.
- Report and return Monthly MOOE and SBFP Liquidation to the SDO.



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- Provides human resources management support to the School Head and coordinate with the HRMO of the SDO.
- Perform other functions on property custodianship as may be assigned by the immediate supervisor

POSITION PROFILE

Position Title: Administrative Aide VI	Salary Grade: 6 Monthly Salary: P18,957.00
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Station of Deployment: Angeles City Nat'l High School

CSC PRESCRIBED QUALIFICATIONS:

Education:	Completion of two-year studies in college
Experience:	None Required
Training:	None Required
Eligibility:	Career Service Sub-Professional (First Level Eligibility)

JOB SUMMARY: The position shall provide assistance to the school in the delivery of prompt and quality administrative and technical support in accordance with the Department's policies and procedures.

GENERAL DUTIES AND RESPONSIBILITIES:

- Receives, records and endorses outgoing and incoming communications;
- Maintains office reports and other documents;
- Reproduces official communications/documents for dissemination to other units;
- Assists in the preparation of training materials;
- Performs secretarial services when necessary; and
- Perform other administrative and technical assistance as may be determined by the School Head. .

3. Only those who meet the minimum qualification standards as per the Initial Evaluation Results (IER) will be included in the selection line-up for the Division Open Ranking.

4. Evaluative assessment on the applicant's competencies conducted by the Division HRMPSB will be based on **DepEd Order No. 7 s. 2023, "Guidelines on Recruitment, Selection, and Appointment in the Department of Education", Enclosure No. 3: Criteria and Point System for Hiring and Promotion to School Administration Positions** and **Enclosure No. 5: Criteria and Point System for Hiring and Promotion to Non-Teaching Positions**

5. All interested and qualified applicants may register through this link: <https://bit.ly/RegVacantPositions> and may submit the photocopied documentary requirements fastened in a **white folder** and properly labelled, as provided in DepEd Order No. 7 s. 2023, Annex C (Checklist of Requirements), at the Records Unit. Bring the original documents during the scheduled Open Ranking for verification purposes. All submitted documents will no longer be returned to the applicant.



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6. It is understood that failure to submit complete mandatory requirements on the set deadline indicated in the official memorandum shall not be included in the pool of official applicants. No additional documents shall be accepted beyond the prescribed deadline.
7. The applicant assumes full responsibility and accountability for the authenticity and veracity of the documents submitted. Any false and fraudulent document shall be grounds for disqualification.
8. The Department of Education adheres to the existing general policy of no discrimination based on gender identity, sexual orientation, disabilities, religion and/or indigenous group membership in the implementation of its Merit Selection and Promotion Plan.
9. Immediate dissemination of this Memorandum is desired.

ENGR. EDGARD C. DOMINGO PhD, CESO V
Schools Division Superintendent

Encl.: As stated

Reference:

To be indicated in the Perpetual Index under the following subjects:

EMPLOYMENT
PROMOTIONS
RECRUITMENT

CLM/AOIV/April 14, 2025



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CHECKLIST OF REQUIREMENTS

Name of Applicant: _____
 Position Applied For: _____
 Office of the Position Applied For: _____
 Contact Number: _____
 Religion: _____
 Ethnicity: _____
 Person with Disability: Yes (☐) No (☐)
 Solo Parent: Yes (☐) No (☐)

Application Code: _____

Basic Documentary Requirement	Status of Submission (To be filled out by the applicant; Check if submitted)	Verification (To be filled out by the HRDO/HR Office/ sub-committee)	
		Status of Submission (Check if complied)	Remarks
a. Letter of intent addressed to the Head of Office or highest human resource officer			
b. Duly accomplished Personal Data Sheet (PDS) (CS Form No. 212, Revised 2017) and Work Experience Sheet, if applicable			
c. Photocopy of valid and updated PRC License/ID, if applicable			
d. Photocopy of Certificate of Eligibility/Report of Rating, if applicable			
e. Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduate and post-graduate units/degrees, if available			
f. Photocopy of Certificate/s of Training, if applicable			
g. Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable			
h. Photocopy of latest appointment, if applicable			
i. Photocopy of the Performance Ratings in the last rating period(s) covering one (1) year performance prior to the deadline of submission, if applicable			
j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form			
k. Other documents as may be required for comparative assessment, such as but not limited to:			
Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment			
Photocopy of Performance Rating obtained from the relevant work experience, if performance rating in Item (i) is not relevant to the position to be filled			

Attested:

 Human Resource Management Officer

OMNIBUS SWORN STATEMENT**CERTIFICATION OF AUTHENTICITY AND VERACITY**

I hereby certify that all information above are true and correct, and of my personal knowledge and belief, and the documents submitted herewith are original and/or certified true copies thereof.

DATA PRIVACY CONSENT

I hereby grant the Department of Education the right to collect and process my personal information as stated above, for purposes relevant to the recruitment, selection, and placement of personnel of the Department and for purposes of compliance with the laws, rules, and regulations being implemented by the Civil Service Commission.

 Name and Signature of Applicant

Subscribed and sworn to before me this _____ day of _____, year _____.

 Person Administering Oath

In consonance with Republic Act No. 8792 or the "Electronic Commerce Act of 2000", "electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing and a) (where the law requires a document to be in writing, that requirement is met by an electronic document if the said electronic document maintains its integrity and reliability and can be authenticated so as to be usable for subsequent reference.